



# New Jersey Department of Military and Veterans Affairs

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## VACANCY ANNOUNCEMENT

**Posting #:**119-24

**Posting Period:** 09/26/2024 to 10/17/2024

**Title:** Cemetery Caretaker

**Salary:** \$41,012.50 to \$57,317.53

**Number of Vacancies:** 1

**Workweek:** 40

**Work Location:** 350 Provinceline Road  
Wrightstown, NJ 08562

**Program:** BG Doyle Cemetery

**Scope of Eligibility:** Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from the best qualified.

**Job Description:** Under direction of a Senior Cemetery Caretaker or other supervisor in a cemetery, performs the necessary work in maintaining the grounds, performs the necessary work involved with interment, and assembles and sets grave markers; does related work as required.

### Civil Service Commission Requirements

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**Same Applicants:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml> email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call CSC at (833) 691-0404.

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**Note:** The State of New Jersey does not provide sponsorship for citizenships to the United States.

**Veterans' Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>.

### **HOW TO APPLY:**

REFERNE VACANCY NUMBER V119-24 IN SUBJECT LINE

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6888.

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**